Publish paper-based information directly to any business application.

Nuance® eCopy® ShareScan®
and eCopy® PDF Pro Office™

you can

Canon

Paper, and the information it contains, provides the fuel that drives a business forward. But there's a smart way to get even more out of it.

eCopy available from Canon connects Canon Multifunctional Devices (MFDs) and scanners to your company's software applications. This enables low-cost, easy, instantaneous distribution, processing and management of electronic copies of paper documents and the information they contain.

Integrate paper-based information into your digital workflows.

Sophisticated yet easy to use

In combination with Canon imageRUNNER ADVANCE devices, eCopy ShareScan provides a powerful yet versatile document automation software platform, giving frontline office workers advanced features normally found only in centralised capture software systems used by production capture specialists.

eCopy ShareScan provides organisations with everything needed to automate paper-to-digital workflows, letting office workers capture content from paper documents easily and securely using imageRUNNER ADVANCE devices.

Work more efficiently

With eCopy and Canon MFDs, you can make working with documents more productive and processes more effective, reduce costs significantly, make information more secure – and help everyone in the business work together more efficiently.

eCopy ShareScan helps you

Boost Workspace Productivity
Integrate paper documents and the information they contain directly into your electronic business processes.

Improve Collaboration
Share documents and information with authorised users, in a format they can view and edit.

Deliver Security
Protect your company's confidential information with user authentication and built-in document encryption to ensure your confidential information remains secure.

Ensure Compliance
Put audit trails in place to keep track of who is sending what, helping you to meet compliance targets.

Enhance Sustainability
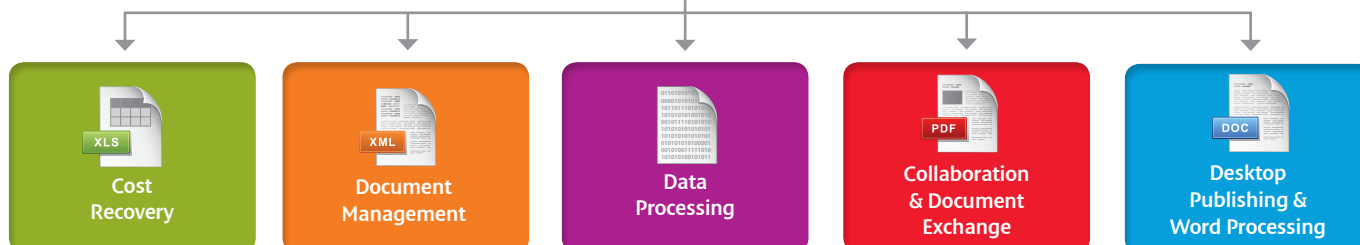Reduce environmental impact of distributing paper via traditional methods (fax, courier, postal services).

Leverage Network Resources
Choose from a large list of available connectors or easily build custom connections to any enterprise application.

Paper to digital

| Cost Recovery | Document Management | Data Processing | Collaboration & Document Exchange | Desktop Publishing & Word Processing |

Improving document workflows.

eCopy has the capability to integrate with your Canon device and key business applications straight from the box, so that your staff can immediately begin automating the capturing and processing of business information trapped inside your paper documents.

Input forms data directly into databases

Place document in feeder or on the glass

Authenticate & select workflow

Scan document

Validate data captured & make corrections

ShareScan converts, splits, compresses names classifies, indexes & stores in achives
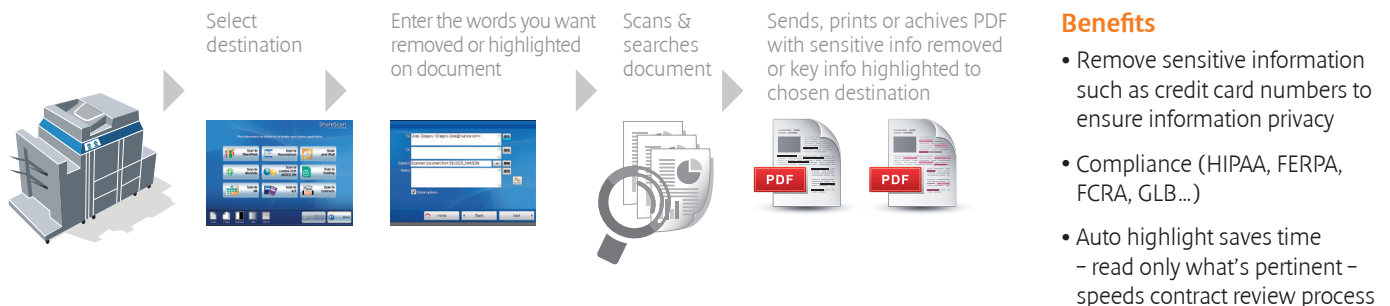
Posts extracted data to business systems
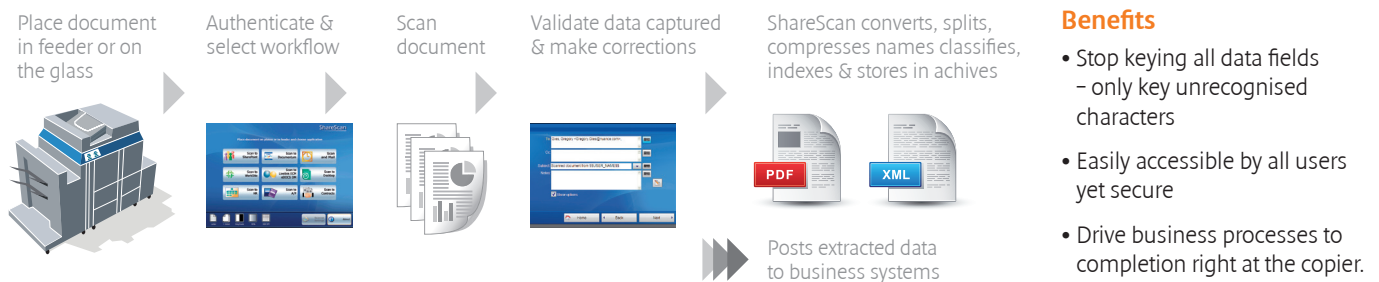
Benefits

- Stop keying all data fields – only key unrecognised characters

- Easily accessible by all users yet secure

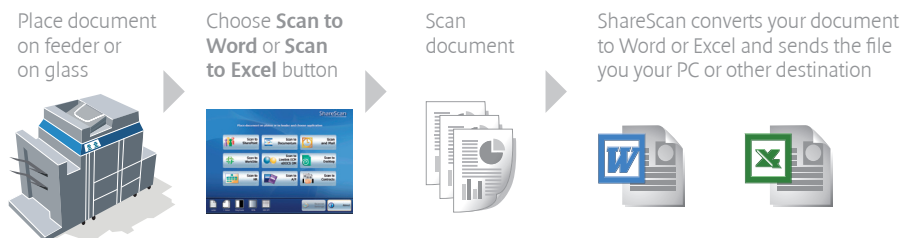- Drive business processes to completion right at the copier.

Automatically remove sensitive data at the MFD

Select destination

Enter the words you want removed or highlighted on document

Scans & searches document

Sends, prints or achives PDF with sensitive info removed or key info highlighted to chosen destination

Benefits

- Remove sensitive information such as credit card numbers to ensure information privacy

- Compliance (HIPAA, FERPA, FCRA, GLB...)

- Auto highlight saves time – read only what's pertinent – speeds contract review process

Scan, Convert & Edit

Place document on feeder or on glass

Choose **Scan to Word** or **Scan to Excel** button

Scan document

ShareScan converts your document to Word or Excel and sends the file you your PC or other destination

Benefits

- Accurately replicate paper documents in Word format for editing

- Precisely replicate spreadsheets and tables in Excel format with editable rows and columns just as it appears on paper

- Stop wasting time and money spent recreating documents manually.

Changing the way you distribute information around your business could help you to improve productivity, meet compliance issues and reduce your impact on the environment. A suite of eCopy solutions ensures that whichever way you want to enhance efficiency, there's a document solution to help you do it.

# A solution for everyone's needs.

Scan document using MFD

eCopy ShareScan Elements runs on MFD and enables you to scan and share your documents as compressed searchable PDFs

FOLDER	FAX	EMAIL

Or choose **eCopy ShareScan Office** which includes more features and integration capabilities into one application of choice

FOLDER	FAX	EMAIL	APPLICATION

Or choose **eCopy ShareScan Suite** which is fully featured and includes integration capabilities into multiple applications

FOLDER	FAX	EMAIL	APPLICATIONS	EXTENDERS

or Choose **eCopy ScanStation**, a freestanding touch-screen, keyboard and computer that connects easily to any Canon MFD or Document Scanner.

FOLDER	FAX	EMAIL	APPLICATIONS	EXTENDERS
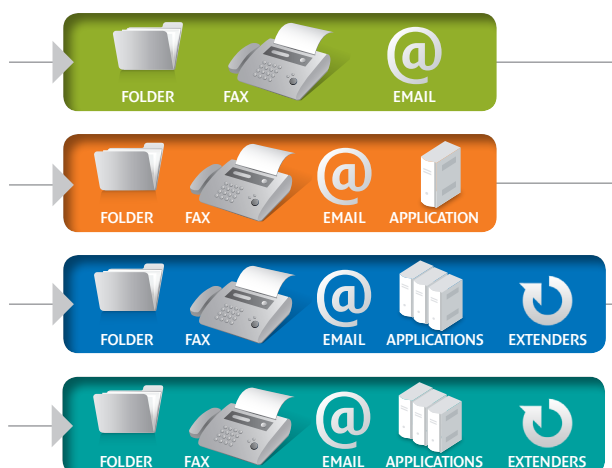
Create, edit and mark-up PDF files or convert PDFs to editable MS Office formats at your desktop PC using **eCopy PDF Pro Office**

Elements – the easy to use document capture system

Connect your Multifunctional Device (MFD) to your organisation's email system, fax and network folders for fast, secure document distribution with eCopy ShareScan Elements.

Improve user productivity by making it easier for staff to send, save, locate and access information trapped in paper. With audit trails in place, it's easy to keep track of who is sending what, which also helps you meet compliance targets. Document encryption and integration with network security ensures confidentiality remains high.

Office – The benefits of Element plus extended capabilities and connectivity

Capture paper-based information and bring it directly into Microsoft Office, eliminating the need to re-key, distribute, or archive paper.

In addition to secure scan-to-mail, scan-to-PC, and scan-to-file functionality, ShareScan Office can automatically convert those scanned documents into searchable PDFs or editable Microsoft Word and Microsoft Excel files and connect to your document management system. eCopy ShareScan Office can also be expanded with numerous connectors and extenders to further automate and integrate document workflows.

Suite – Advanced document automation and expanded connectivity into your back-end systems

Automate sophisticated paper-to-digital workflows by putting information from paper documents into systems that run the business.

You also get real-time integration with many popular document management, collaboration and business applications. This effectively turns your MFD into a general document input device, helping you streamline processes and increase efficiency. Out-of-the-box connectivity with Microsoft technologies such as Active Directory, Exchange, SharePoint, Access and SQL Server, means you can get even more from your existing investments.

A typical 50-person firm loses about £47,000/year in productivity as workers struggle with incompatible PDF and Microsoft® Office formats.

Nuance Communications 2010

Improve personal productivity with eCopy PDF Pro Office

eCopy PDF Pro Office creates 100% Industry standard PDF files that can be viewed on any PDF viewer/reader application and is the latest enterprise ready PDF desktop PC software companion to MFDs.

eCopy PDF Pro Office is fully integrated with eCopy ShareScan to deliver the most streamlined experience when scanning from a networked MFD to your desktop. It's also available separately as a powerful stand-alone, easy-to-use PDF solution that lets you create, convert, and collaborate like never before for dramatic productivity gains and cost savings

eCopyScanStation

eCopy software runs inside your Canon MFD using Canon's Multifunctional Embedded Application Platform (MEAP), allowing the user to access eCopy's scanning functionalities via the MFD touch screen. However, eCopy can also be supplied as an external piece of hardware called the eCopy ScanStation, which attaches to the side of your Canon MFD. eCopy ScanStation is a freestanding touch-screen, keyboard and computer that connects easily to any Canon MFD or document scanner. It offers enhanced accessibility, fast index-data entry, and connectivity to copiers, MFDs, and scanners that don't support embedded scanning and OCR solutions. Processing of scanned images is handled locally by the ScanStation's built-in PC.

ScanStation for scanners

ScanStation is also available for individual scanners, which helps to turn any scanner into part of a document distribution solution and workflow.

Canon ScanFront 220e

Ultra compact and with eCopy built right into the firmware, the ScanFront 220e network scanner is ideal for busy offices or in customer facing environments.

In today's fast-paced business environment, professionals don't want to waste time and money struggling with document format incompatibility or manually reproducing documents in different formats. eCopy PDF Pro Office is a powerful, easy-to-use desktop PC application that lets you create, manipulate, and convert PDFs to enable collaboration like never before for dramatic productivity gains and cost savings.

Improve personal productivity with eCopy PDF Pro Office.

Remove inefficiencies

While most offices are equipped with one or more MFD, they don't necessarily have the right software needed to create and work with PDF files - the open standard for document exchange and the most popular format for MFD document capture. In fact, over 60% of professionals surveyed indicated a strong need for PDF, yet less than 10% of PCs are empowered to create and edit PDF.

An integrated solution

All embedded versions of eCopy Sharescan include one license of eCopy PDF Pro Office which is PDF software designed specifically for the business user. It is the most complete desktop PDF solution available today and either used as a companion to eCopy ShareScan or as a powerful, stand-alone PDF software tool. Additional licenses are sold separately.

Uncompromising value

eCopy PDF Pro Office is available at one-third of the price of products with comparable capabilities – exceptional value without compromise.

eCopy PDF Pro Office lets you:

Create, edit, and mark up industry-standard PDF files

Convert PDF to and from Office formats

Compare document versions automatically

Remove sensitive information or highlight automatically with Advanced Search

Sign documents electronically

Connect with popular Enterprise Content Management solutions

Have documents read out aloud to you by your PC

Only eCopy PDF Pro Office enables professionals to perform all these tasks – and more – using a single, lightweight software package.

What is PDF?

Portable Document Format

- Turns any application file into a digital "Print" of the document

- The PDF includes the text, fonts, images, and vector graphics that composed the original document exactly as it was designed to print

- Created so people can exchange documents easily, whatever software they are using

A PDF is a PDF

- PDF is an Industry Standard Format (ISO-standard)

- Over 1,800 Hardware and Software products create PDF

- Not proprietary and completely interchangeable

eCopy can be used to automatically capture
and route your inbound mail.

Take control of the paperbased information entering your organisation

Sorting and distributing incoming post is very often a laborious and time consuming manual process which can be further complicated by the need to distribute post to remote workers. The eCopy Mailroom solution from Canon easily addresses these issues by automatically converting incoming post into electronic files that can be routed to the relevant recipients for immediate action and integration into existing applications.

Some of the benefits of the eCopy Mailroom solution include:

Increased competitiveness and higher levels of customer services:

Inbound mail can be distributed faster which in turn improves response time and query resolution.

Low cost of ownership and quick ROI:

This low-risk solution can be implemented within days, without major new investments or long term IT projects. Its central administration also makes it easy to support.
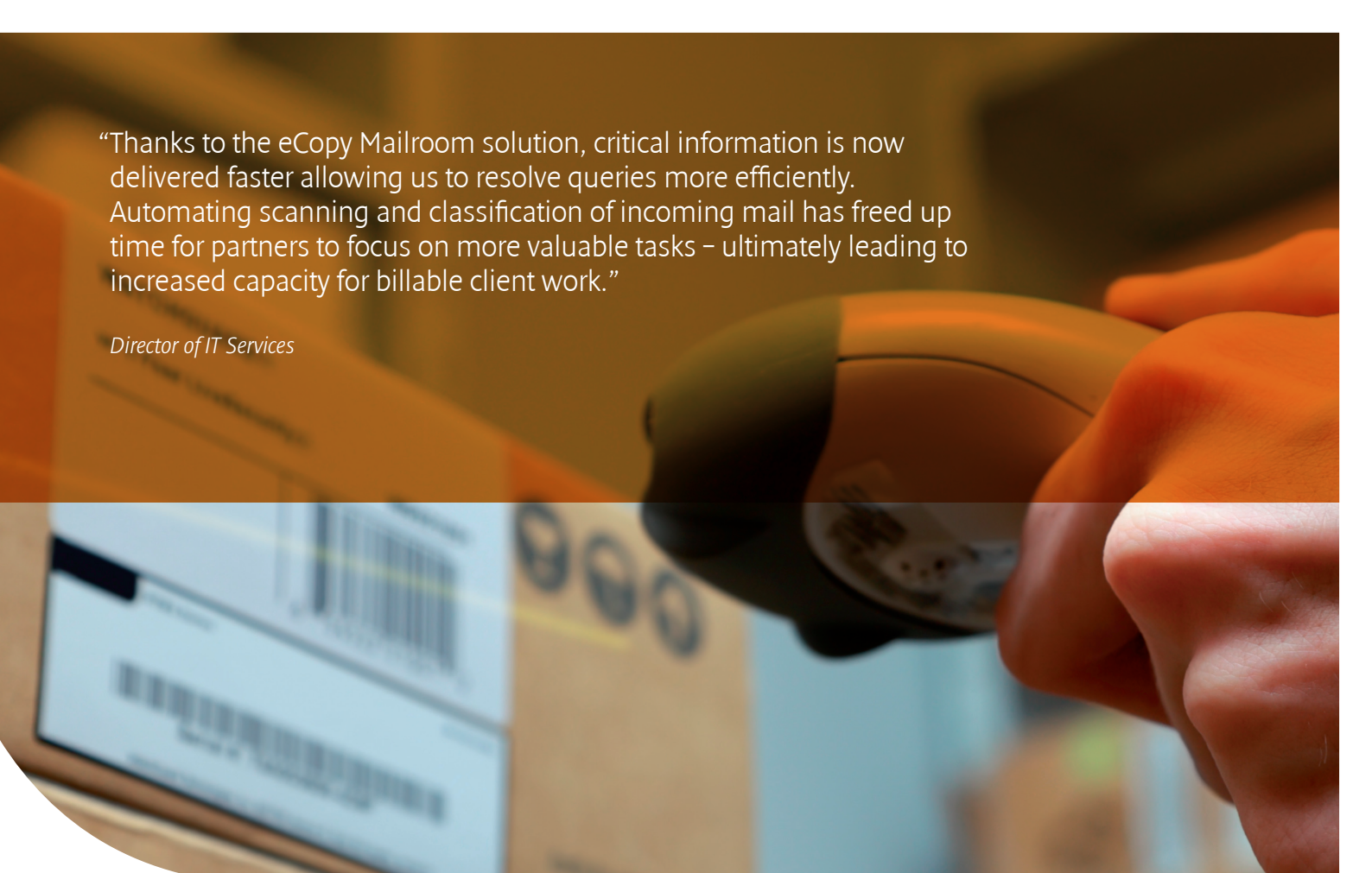
Cost savings:

Electronic sorting and routing of inbound mail reduces overheads and the risk of errors due to manual data entry. Savings are also generated through streamlined and automated processes and the reduction of physical delivery.

Ease of use and minimal training:

The eCopy solution is so intuitive and easy to use, it requires minimal training while ensuring a fast adoption rate.

Key Features

When your business needs to:	The eCopy Mailroom solution delivers:
Meet compliance standards	• Audit trails and document tracking • Scan to PDF/A and encryption • Single point of entry for incoming paper-based mail
Improve productivity and efficiency	• Barcode recognition to streamline scanning for consistent and error-free batch processing • Pre-defined rules to save mailroom staff time by automatically separating pages from batches of paper documents directly into recipient-named electronic document folders
Reduce costs	• Fewer manual processes in the mailroom and throughout the enterprise • Redeployment of mailroom staff to more valuable tasks • Centralisation and automation into a single enterprise wide process
Maximise existing investments in scanning hardware	• The ability to work with infrastructure that is readily available – multifunction peripherals (MFPs) or network-attached scanners
Increase visibility and accessibility of inbound information	• Employees have immediate access to their mail, regardless of their location and critical information can be instantly delivered to the organisation's workflow and applications
Allow recipients to modify scanned mail	• Markup tools to Annotate pages using drawing tools, text tools, highlight, blackout, whiteout, and notes • Interfaces to create, apply, and edit dynamic headers, footers, watermarks, and Bates and Endorsement stamps

Specification: ShareScan

	Elements	Office	Suite	Scanstation
	Secure, cost- effective scanning to increase worker productivity. Minimum order of 25 licences	Scanning & OCR for Office Workers	Production Caliber scanning & OCR at the MFP	PC attached externally to the MFD or scanner for accessibility and security applications
MFP Client / User Interface				
"My Favorites" Personalization with "Follow Me"	✓	✓	✓	✓
Minimize Touches with Scrolling & Flyout Menus	✓	✓	✓	✓
External Keyboard Support1	✓	✓	✓	N/A
Full-Size Keyboard with Numeric Pad	✗	✗	✗	✓
Dynamic, real-time interaction with back-end business applications	✓	✓	✓	✓
Offline Job Processing & Job Notification speeds batch processing	✓	✓	✓	✓
Real Time Document Processing	✓	✓	✓	✓
Adminstration				
MFP Panel Workflow Simulator for Rapid Prototyping and Deployment – No MFP Required	✓	✓	✓	✓
Fault Resilient Database-driven Architecture	✓	✓	✓	✓
Device & Group Activity Tracking & Monitoring	✓	✓	✓	✓
Device & Group Profile Management	✓	✓	✓	✓
Comprehensive, deployment-optimizing reporting tool	✓	✓	✓	✓
Centralized Fleet Management & Cross Platform Administration	✓	✓	✓	✓
User & Document Activity Tracking & Reporting, Audit Trail	✓	✓	✓	✓
eCopy-Enablement for non "eCopy-Ready" Devices	✗	✗	✗	✓
Document Processing Extenders ***				
Advanced Image Enhancement	✓	✓	✓	✓
Cost Recovery	£	Select 1	✓	✓
Highlight or Remove sensitive information from scans at source	✓	✓	✓	✓
Barcode Recognition	£	£	✓	✓
Bates Stamping / Numbering Extender	£	£	✓	✓
Forms Processing Extender License	£	£	✓	✓
Application Connectors				
Folder & Document Management Systems				
Autonomy iManage WorkSite Application Connector	£	Select 1	Select 3	Select 3
EMC Documentum Application Connector	£	Select 1	Select 3	Select 3
Microsoft SharePoint Application Connector	£	Select 1	Select 3	Select 3
OpenText Content Server (LiveLink) Application Connector	£	Select 1	Select 3	Select 3
OpenText DM, eDOCS Edition Application Connector	£	Select 1	Select 3	Select 3
eCopy Quick Connect universal connector for custom connections	£	£	✓	✓
Scan to Desktop (eCopy PDF Pro Office or eCopy PaperWorks)	✓	✓	✓	✓
Scan to File – Network Folder	✓	✓	✓	✓
Optimize hard copy duplication with Scan to Print connector	✗	✗	✗	✓
Connect to more applications than any other scanning solution with our expansive list of Partner Developed Connectors	£	£	£	£
Sims (Schools Information Management System)	£	£	£	£
E-Mail & Fax				
Scan to Exchange & Notes Mail, Hosted Environment Support (WebDAV, OWA, SSL), Exchange Forests Support	✓	✓	✓	✓
Scan to SMTP via LDAP Mail, Automated distribution via data publishing	✓	✓	✓	✓
OpenText Fax Server, RightFax Edition Application Connector	£	Select 1	Select 3	Select 3
Fax via Exchange, Notes, & SMTP	✓	✓	✓	✓
File Conversion				
Convert to Microsoft Word and Microsoft Excel	✗	✓	✓	✓
Industry Standard PDF and PDF/A	✓	✓	✓	✓
Ultra-compressed colour files, TIFF, JPEG	✓	✓	✓	✓
Security & Compliance Features				
Active Directory & Novell eDirectory Authentication	✓	✓	✓	✓
User Group Profiles synchronized with Active Directory Groups	✓	✓	✓	✓
Single Sign-On / Session Logon	✓	✓	✓	✓
Application Logon	✓	✓	✓	✓
Document Encryption	✓	✓	✓	✓
Triple Overwrite Secure Deletion	Handled by MFP Security			✓
Common Access Card (CAC) Ready	✗	✗	✗	✓
Extensibility				
Expandability	eCopy & Partner Connectors & Extenders			
SDK	Available	Available	Available	Available
Universal forms designer – write once, deploy on any v5-enabled MFP	✓	✓	✓	✓
Glossary Tool for customized interfaces	✓	✓	✓	✓
Installation				
Supported OS: Supported OS: Windows XP SP3 32 bit, Windows Vista SP2 32 / 64 bit, Windows 7 32 bit / 64 bit, Windows Server 2003 SP2 32 bit / 64 bit, Windows Server 2008 32 bit / 64 bit, Windows Server 2008 R2	✓	✓	✓	✓

✓ = Available   ✗ = Not Available   £ = Available for additional fee
1. Where available
*** Document Processing Extenders use industry leading recognition and conversion technologies,to enable users to do more with their documents when they are scanned.

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